

NOMINATION FOR AWARD		
AWARD Outstanding Reserve Component Public Affairs Enlisted Airman	CATEGORY (If Applicable) MAJCOM - Individual	AWARD PERIOD 1 Jan 01 - 31 Dec 01
RANK/NAME OF NOMINEE (First, Middle Initial, Last) MSgt Timothy G. Warren	SSN (Enter Last 4 Only) 1295	MAJCOM, FOA, OR DRU AFMC
DAFSC/DUTY TITLE 3N090, PA Superintendent, IMA to Resource Manager	NOMINEE'S TELEPHONE (DSN & Commercial) DSN 787-3778; Com 937-257-3778	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE HQ AFMC Public Affairs, AFMC/PA, 4375 Chidlaw Rd, Rm N152, Wright-Patterson AFB OH 45433-5006		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last)/COMMANDER'S TELEPHONE (DSN & Commercial) Colonel Donna L. Pastor, DSN 787-6306, Com 937-257-6306, donna.pastor@wpafb.af.mil		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>Overall Effectiveness & Job Accomplishment:</p> <ul style="list-style-type: none"> -Exemplifies the "total force multiplier" concept by adding a heightened level of professionalism and maturity to every job assigned; adroit at any scope of responsibility or depth of understanding required --Top-level impact! Led a detailed preparation of AFMC/CC for the Miami Valley Military Affairs Association reception. Followed up by shadowing the commander to personally assure his participation was flawless and that Public Affairs support would be nothing less than impeccable -A team player who is versatile and flexible, offers his expertise to every division in HQ/AFMC Public Affairs--always taken up on his offer, often volunteered to handle after-duty-hours events and taskings --Consistently solicited to write for the command's magazine, Leading Edge, proved particularly invaluable during a manning crisis in the internal division by preparing several articles on no notice --Outcome was satisfied customers, gratified editors, well-informed readership--everyone's a winner! -A superb senior NCO: led by example with polished professionalism in appearance and conduct <p>Leadership/Organizational & Planning Skills:</p> <ul style="list-style-type: none"> -Innovative! In his role as an enlisted leader in the command, transformed a standard performance feedback form into a valuable supervisor's tool and personal performance checklist for use in the field --Detailed memory-jogging questions related to expected performance/actions for each feedback bullet --Distributed to all AFMC PA enlisted personnel and their supervisors and shared with PA Resource Managers across the Air Force--lauded by all as an excellent resource for both rater and ratee -Volunteered to escort several local media representatives to a mass enlistment ceremony hosted by the AFMC/CC at the United States Air Force Museum; drew on his years of experience as an Air Force recruiter to clearly explain significance of the ceremony to media and other attendees--value added! -Took on the labor-intensive and tedious job of updating the AFMC commander's master civic leader database, used by and deemed invaluable to nearly every staff agency in the headquarters and on base -Grabbed a leadership role and hasn't let go! Volunteered as HQ AFMC PA Battlestaff Representative for Positive Force, ensured 24-hour functional expertise during this highly visible AF-wide exercise --Quickly became proficient on command center procedures to ensure PA's involvement was on target --Took initiative to learn Positive Force background and objectives. Result: A-1 PA representation! <p>Judgement and Decisions:</p> <ul style="list-style-type: none"> -Concerned about a potential problem in the field, researched and provided feedback/guidance to base PA shops involving assignment regulations for IMAs in organizations where they work as civilian PAs --In role as overseer for 25 IMAs command-wide, solicited issues and concerns from IMAs in order to surface any misunderstandings, questions concerning policy and procedures on IMAs and their roles -After a complete review of all office OIs, reformatted, marked for editing, and distributed drafts to division chiefs with specific instructions on reviewing/updating procedures and suggested additions -Carried over his civilian job skills as an educator by developing a Military Training Day Plan, ensured PA exceeded AFMC/CC's directives to familiarize each military member with the Airman's Manual --Created innovative, easy-to-follow, comprehensive lesson plans focused on what PAs need to know --Researched and acquired from AF-wide sources needs-based training materials in different formats --Conducted the initial military training day for AFMC/PA; used feedback to tweak plan to perfection --Attended base-wide classes in self-aid and buddy care skills to further enhance his own capabilities <p>Communication Skills:</p> <ul style="list-style-type: none"> -Handpicked to author AFMC's civilian career opportunities fact sheet, resulting in a clear, instructive, and professionally packaged source of information that continues to be used widely at civilian job fairs --Result: tells the PA story throughout entire civilian recruiting region encompassing a six-state area -Director's number one choice to research and produce two civilian award packages, the first of their kind produced in the office. Superbly written and executed, definitely the benchmark for future awards -A PA professional, his demeanor and bearing communicates his pride in public affairs and the USAF 		

NOMINATION FOR AWARD *(Continued)*

RANK/NAME OF NOMINEE *(First, Middle Initial, Last)*

MSgt Timothy G. Warren

SPECIFIC ACCOMPLISHMENTS *(Use single-spaced, bullet format)* *(Continued)*